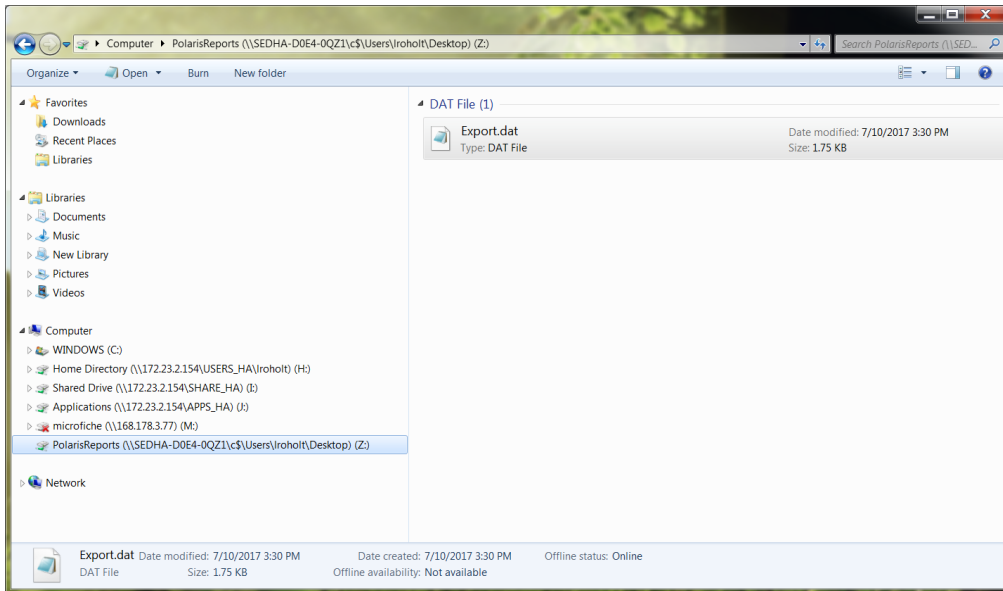


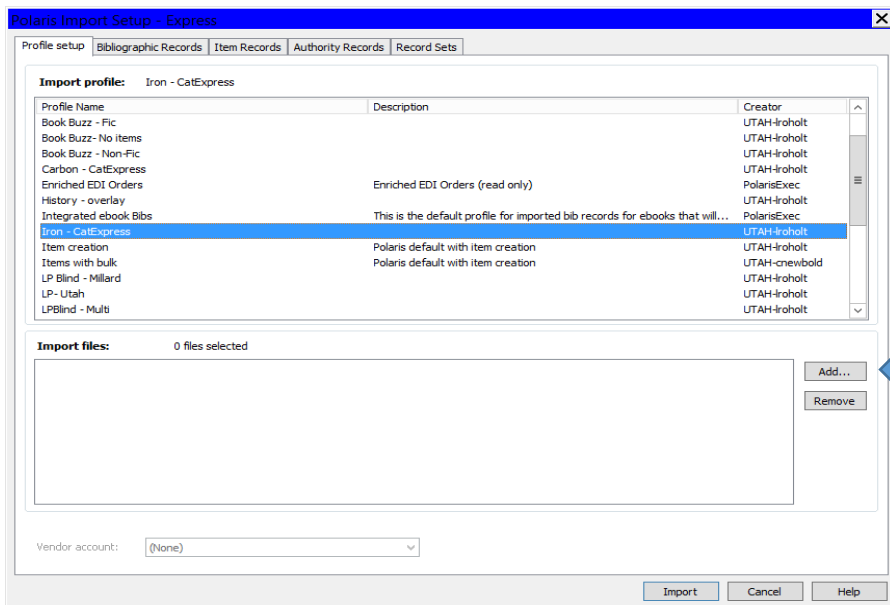
Use Express Import to import records

- 1- Save Export.dat file (can be renamed) to the PolarisReports folder on your desktop

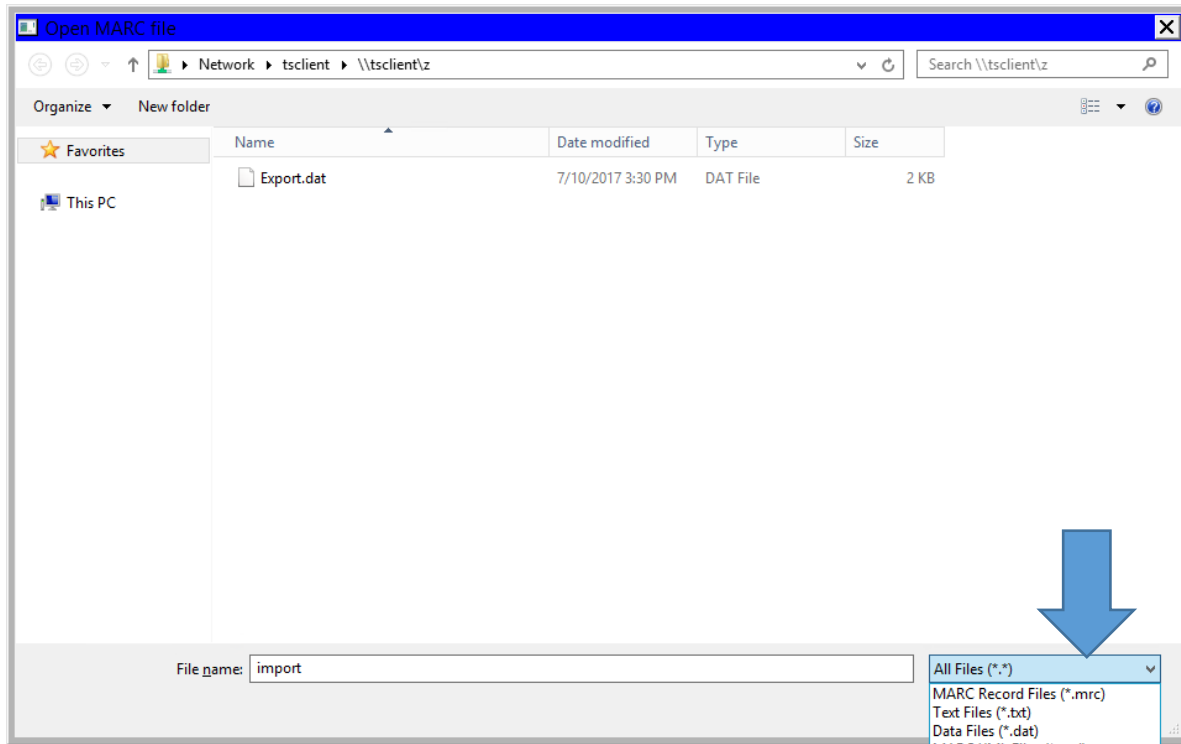


I would recommend changing your browser setting to be prompted where to save download files. (Otherwise most files default to the downloads folder)

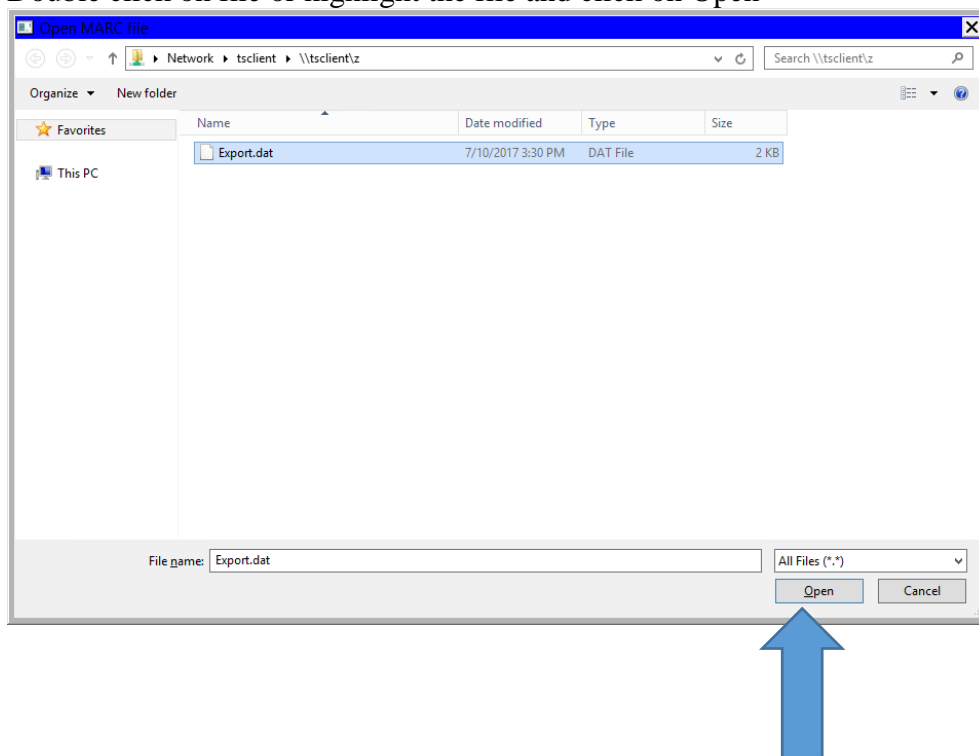
- 2- Go to Polaris Client
Utilities>Importing>Express Import
- 3- Select your library CatExpress Profile from the list, then click Add



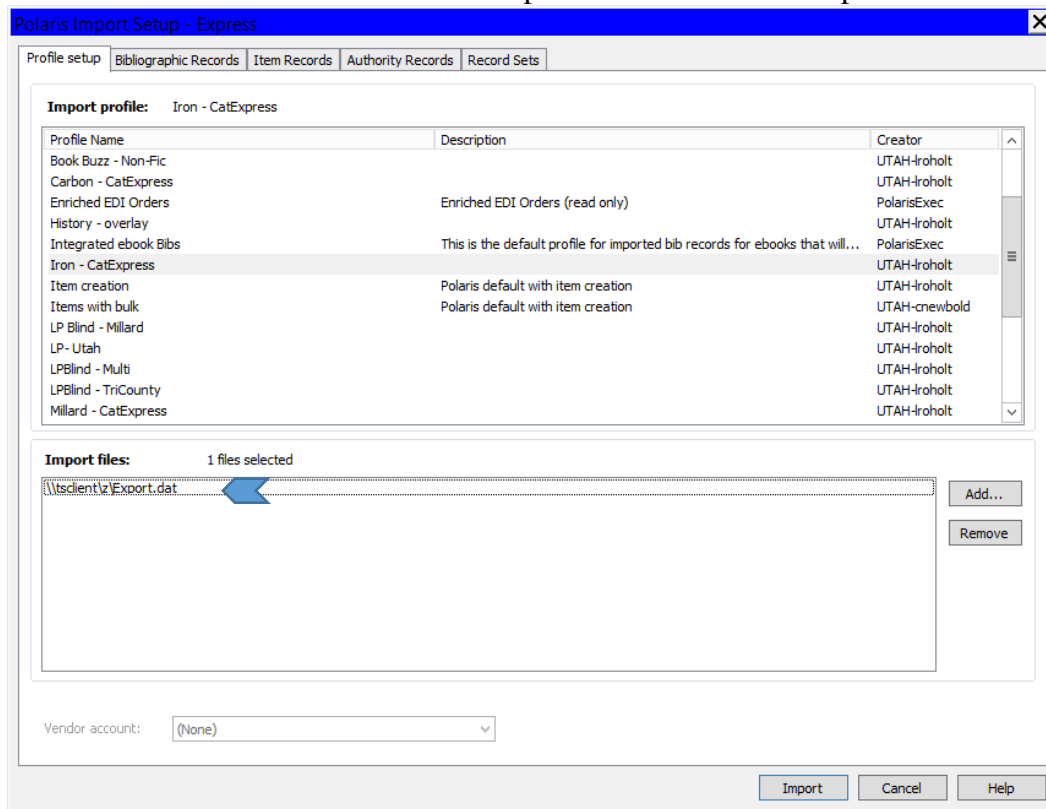
- 4- Browse to the import file(s) on the computer desktop or network – You may need to change the file type to “Data Files (*.dat)”



- 5- Double click on file or highlight the file and click on Open



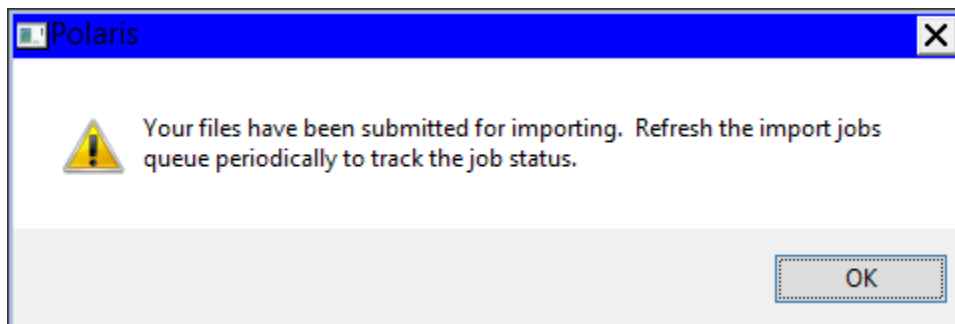
- 6- Once the file has been selected in the import file area click on Import



The image shows the 'Polaris Import Setup - Express' dialog box. It has a blue title bar and a tabbed interface with 'Profile setup', 'Bibliographic Records', 'Item Records', 'Authority Records', and 'Record Sets'. The 'Profile setup' tab is active, showing an 'Import profile' section with a table of profiles. The 'Iron - CatExpress' profile is selected. Below this is an 'Import files' section with a list box containing one file, '\\\\tsclient\\v\\Export.dat', and buttons for 'Add...' and 'Remove'. At the bottom, there is a 'Vendor account' dropdown menu set to '(None)' and three buttons: 'Import', 'Cancel', and 'Help'. A large blue arrow points to the 'Import' button.

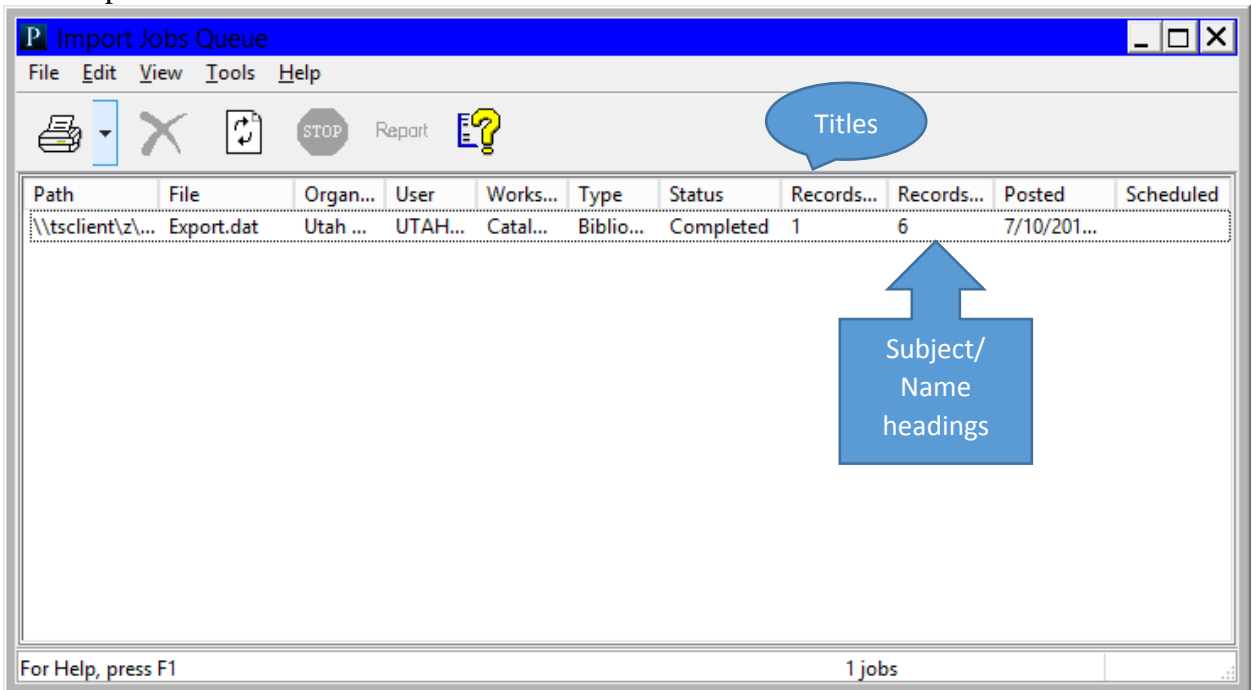
Profile Name	Description	Creator
Book Buzz - Non-Fic		UTAH-Iroholt
Carbon - CatExpress		UTAH-Iroholt
Enriched EDI Orders	Enriched EDI Orders (read only)	PolarisExec
History - overlay		UTAH-Iroholt
Integrated ebook Bibs	This is the default profile for imported bib records for ebooks that will...	PolarisExec
Iron - CatExpress		UTAH-Iroholt
Item creation	Polaris default with item creation	UTAH-Iroholt
Items with bulk	Polaris default with item creation	UTAH-Iroholt
LP Blind - Millard		UTAH-Iroholt
LP- Utah		UTAH-Iroholt
LPBlind - Multi		UTAH-Iroholt
LPBlind - TriCounty		UTAH-Iroholt
Millard - CatExpress		UTAH-Iroholt

- 7- An initializing dialog box displays for a few seconds.



The image shows a 'Polaris' dialog box with a blue title bar. It contains a yellow warning icon and the text: 'Your files have been submitted for importing. Refresh the import jobs queue periodically to track the job status.' At the bottom right, there is an 'OK' button.

- 8- When initializing has completed, another message box appears. Your files may be in a pending status for a few minutes before import processing begins. Click the refresh icon to update. Once the status is “completed” you can move on to the final step



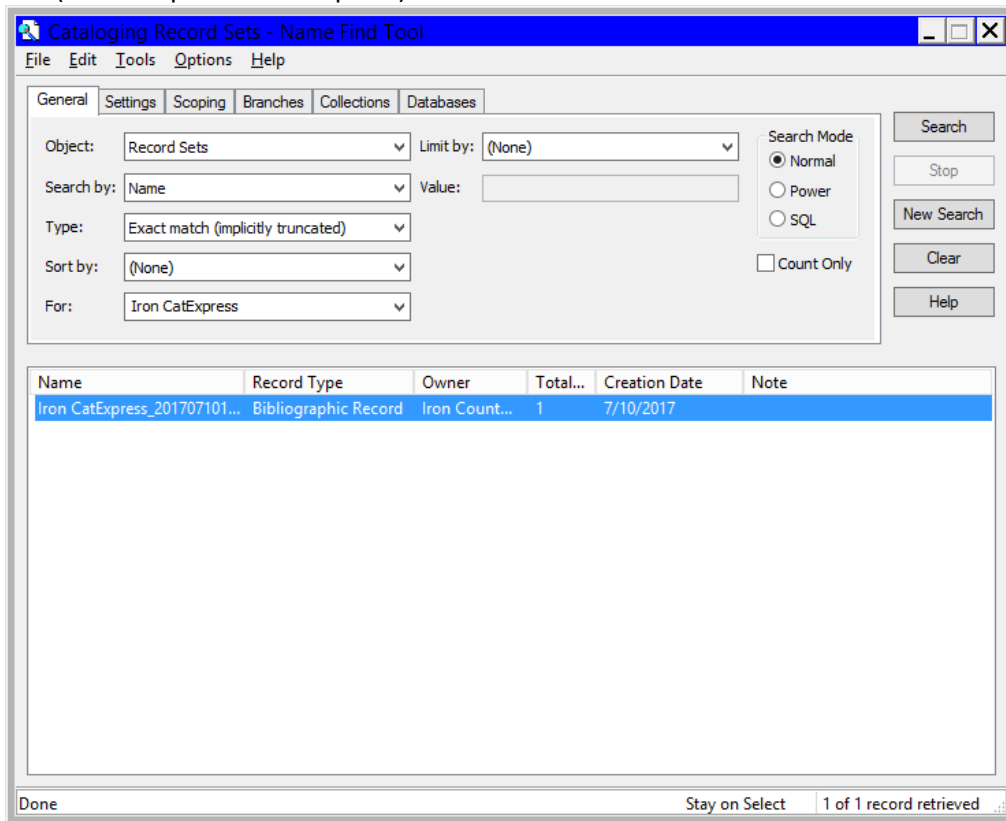
Double click on the file name for a full list of imported records (OPTIONAL)

**** You need to receive all items in Acquisitions before you proceed to catalog the items****

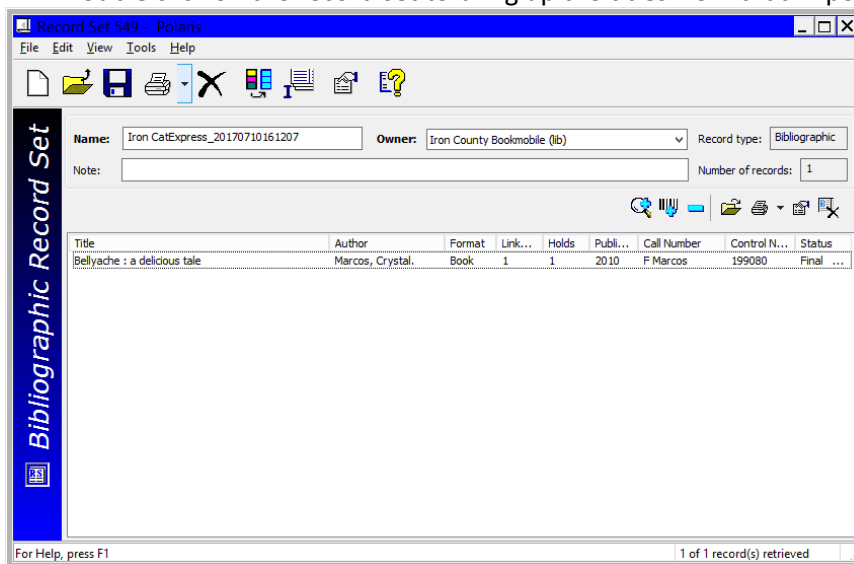
- 9- To quickly add item information go to record sets.

Cataloging>Record Sets

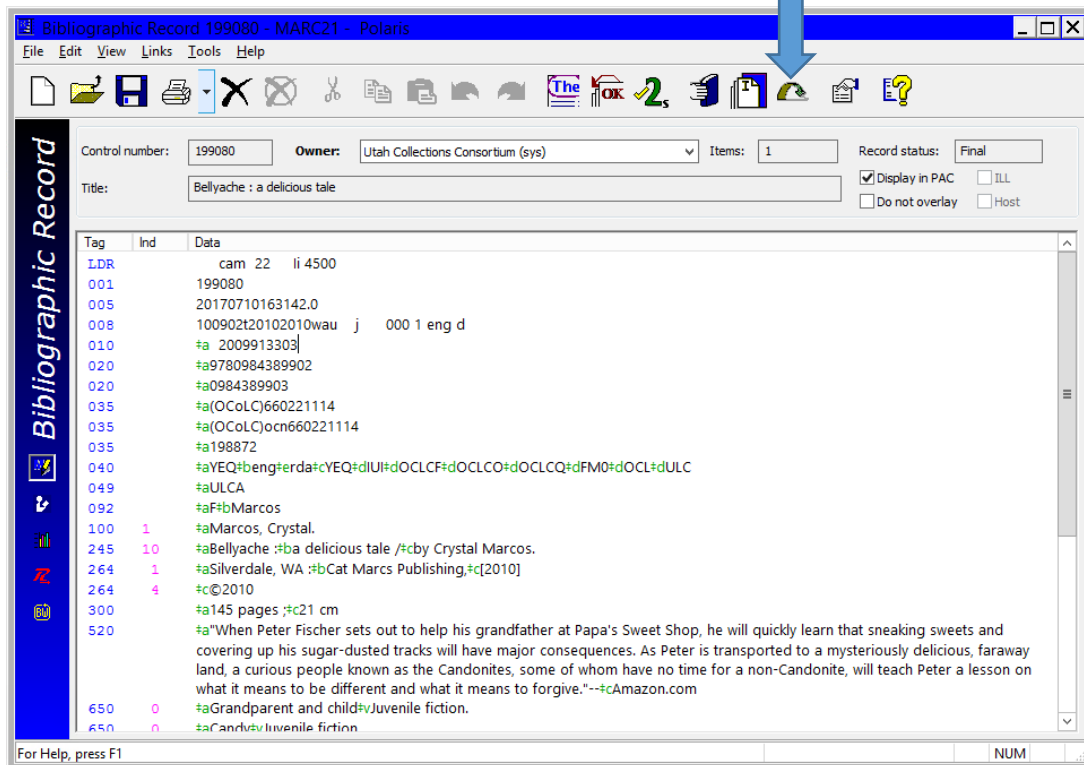
All Import Profiles have the name of the bookmobile and CatExpress as the name of the record set. (for example Iron CatExpress)



- 11 – Double click on the record set to bring up the titles from that import file



If Acq. Item was created then all you need to do is go to the item
CTRL +T or Links>Item Record or use arrow icon



Bibliographic Record 199080 - MARC21 - Polaris

File Edit View Links Tools Help

Control number: 199080 Owner: Utah Collections Consortium (sys) Items: 1 Record status: Final

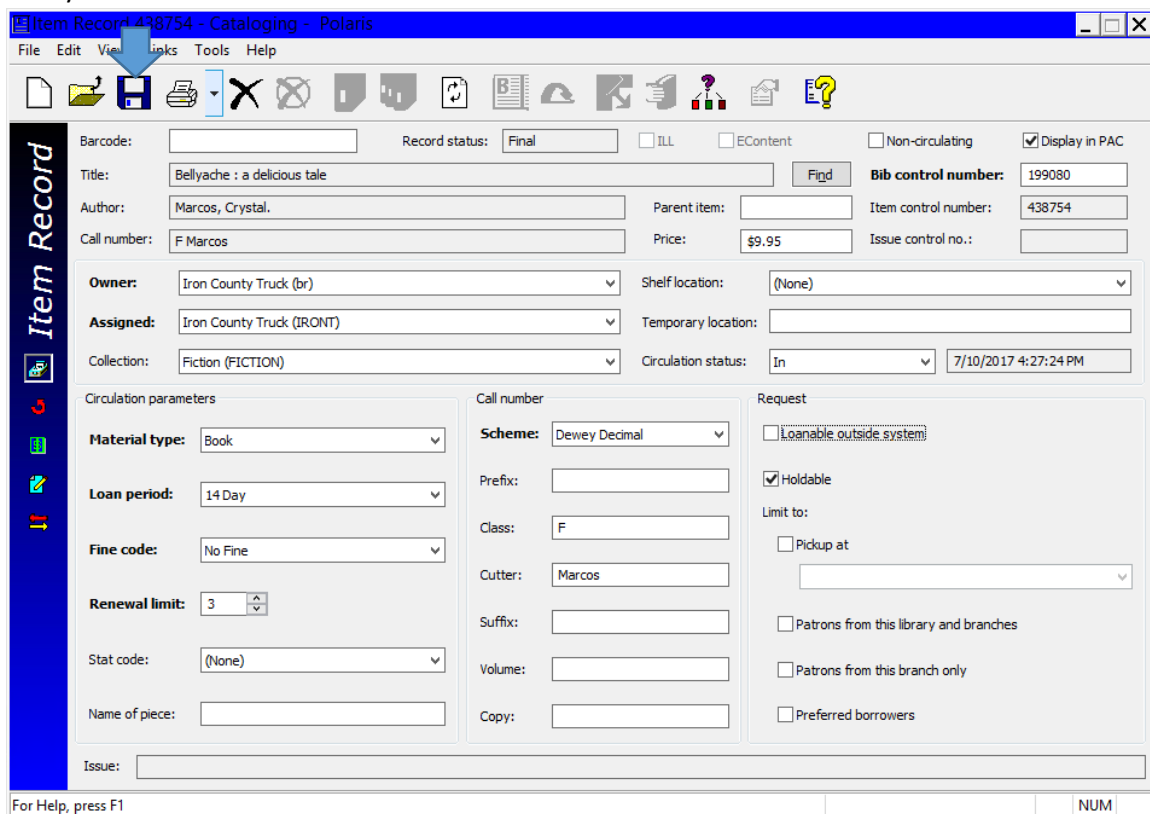
Title: Bellyache : a delicious tale

☒ Display in PAC ☐ ILL
☐ Do not overlay ☐ Host

Tag	Ind	Data
001		199080
005		20170710163142.0
008		100902t20102010wau j 000 1 eng d
010		#a 2009913303
020		#a9780984389902
020		#a0984389903
035		#a(OCoLC)660221114
035		#a(OCoLC)ocn660221114
035		#a198872
040		#aYEQ#beng#erda#cYEQ#dIU#dOCLCF#dOCLCO#dOCLCQ#dFM0#dOCL#dULC
049		#aULCA
092		#aF#bMarcos
100	1	#aMarcos, Crystal.
245	10	#aBellyache :#ba delicious tale /#cby Crystal Marcos.
264	1	#aSilverdale, WA :#bCat Marcs Publishing,#c[2010]
264	4	#c©2010
300		#a145 pages ;#c21 cm
520		#a"When Peter Fischer sets out to help his grandfather at Papa's Sweet Shop, he will quickly learn that sneaking sweets and covering up his sugar-dusted tracks will have major consequences. As Peter is transported to a mysteriously delicious, faraway land, a curious people known as the Candonites, some of whom have no time for a non-Candonite, will teach Peter a lesson on what it means to be different and what it means to forgive."--#cAmazon.com
650	0	#aGrandparent and child#vJuvenile fiction.
650	0	#aCandoru#vJuvenile fiction

For Help, press F1

Verify item information – add call# and item barcode. Then click Save.



Item Record 438754 - Cataloging - Polaris

File Edit View Links Tools Help

Barcode: Record status: Final ☐ ILL ☐ EContent ☐ Non-circulating ☒ Display in PAC

Title: Bellyache : a delicious tale Find Bib control number: 199080

Author: Marcos, Crystal. Parent item: Item control number: 438754

Call number: F Marcos Price: \$9.95 Issue control no.:

Owner: Iron County Truck (br) Shelf location: (None)

Assigned: Iron County Truck (IRONT) Temporary location:

Collection: Fiction (FICTION) Circulation status: In 7/10/2017 4:27:24 PM

Circulation parameters

Material type: Book

Loan period: 14 Day

Fine code: No Fine

Renewal limit: 3

Stat code: (None)

Name of piece:

Call number

Scheme: Dewey Decimal

Prefix:

Class: F

Cutter: Marcos

Suffix:

Volume:

Copy:

Request

☐ Loanable outside system

☒ Holdable

Limit to:

☐ Pickup at

☐ Patrons from this library and branches

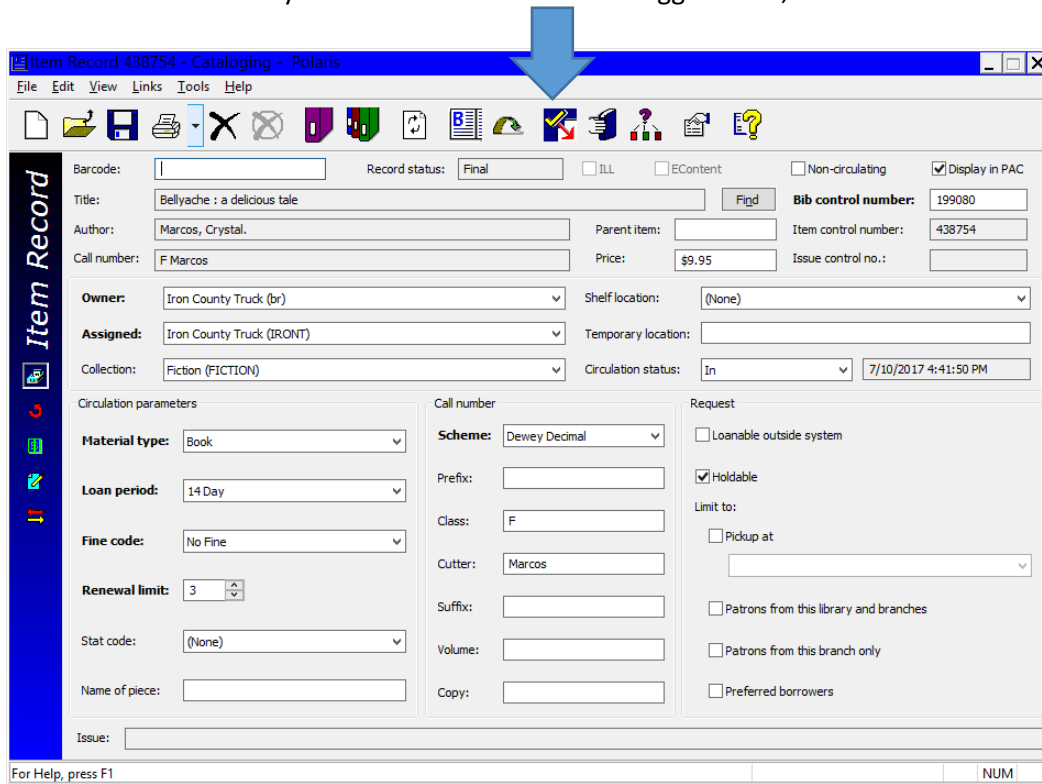
☐ Patrons from this branch only

☐ Preferred borrowers

Issue:

For Help, press F1

Once the item is saved you can Check-in the item to trigger holds, etc.



Item Record 438754 - Cataloging - Polaris

File Edit View Links Tools Help

Barcode: [] Record status: Final ☐ ILL ☐ EContent ☐ Non-circulating ☒ Display in PAC

Title: Bellyache : a delicious tale Bib control number: 199080

Author: Marcos, Crystal. Parent item: [] Item control number: 438754

Call number: F Marcos Price: \$9.95 Issue control no.: []

Owner: Iron County Truck (br) Shelf location: (None)

Assigned: Iron County Truck (IRONT) Temporary location: []

Collection: Fiction (FICTION) Circulation status: In 7/10/2017 4:41:50 PM

Circulation parameters

Material type: Book

Loan period: 14 Day

Fine code: No Fine

Renewal limit: 3

Stat code: (None)

Name of piece: []

Issue: []

Call number

Scheme: Dewey Decimal

Prefix: []

Class: F

Cutter: Marcos

Suffix: []

Volume: []

Copy: []

Request

☐ Loanable outside system

☒ Holdable

Limit to:

☐ Pickup at []

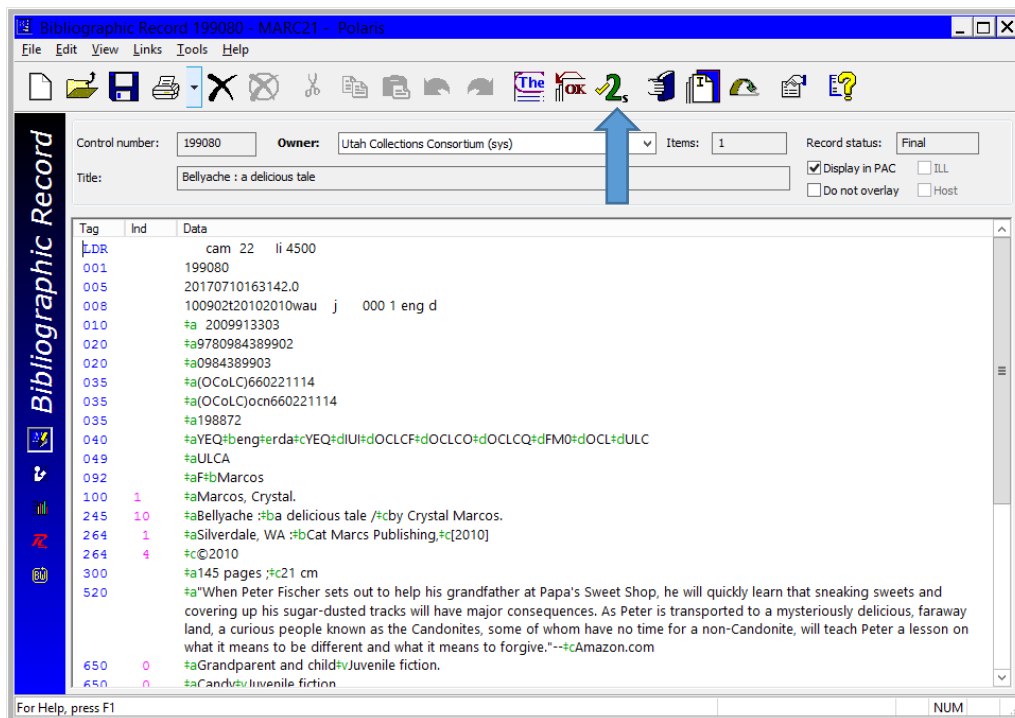
☐ Patrons from this library and branches

☐ Patrons from this branch only

☐ Preferred borrowers

For Help, press F1

If the Acq item doesn't come over, check for duplicate titles



Bibliographic Record 199080 - MARC21 - Polaris

File Edit View Links Tools Help

Control number: 199080 Owner: Utah Collections Consortium (sys) Items: 1 Record status: Final

Title: Bellyache : a delicious tale ☒ Display in PAC ☐ ILL ☐ Do not overlay ☐ Host

Tag	Ind	Data
001		199080
005		20170710163142.0
008		100902t20102010wau j 000 1 eng d
010		#a 2009913303
020		#a9780984389902
020		#a0984389903
035		#a(OCOLC)660221114
035		#a(OCOLC)ocn660221114
035		#a198872
040		#aYEQ#beng#erda#cYEQ#dUI#dOCLCF#dOCLCO#dOCLCQ#dFM0#dOCL#dULC
049		#aULCA
092		#aF#bMarcos
100	1	#aMarcos, Crystal.
245	10	#aBellyache :#ba delicious tale /#cby Crystal Marcos.
264	1	#aSilverdale, WA :#bCat Marcs Publishing, #c[2010]
264	4	#c©2010
300		#a145 pages ;#c21 cm
520		#a"When Peter Fischer sets out to help his grandfather at Papa's Sweet Shop, he will quickly learn that sneaking sweets and covering up his sugar-dusted tracks will have major consequences. As Peter is transported to a mysteriously delicious, faraway land, a curious people known as the Candonites, some of whom have no time for a non-Candonite, will teach Peter a lesson on what it means to be different and what it means to forgive."--#cAmazon.com
650	0	#aGrandparent and child#vJuvenile fiction.
650	0	#aCandonites#vJuvenile fiction

For Help, press F1

